

**MICHIGAN DEPARTMENT OF STATE POLICE
MOTOR CARRIER OFFICER
ESSENTIAL JOB TASKS AND FUNCTIONS**

Michigan State Police Motor Carrier Officers function independently as law enforcement officers. These employees are assigned to patrol a large geographic area, or work at fixed locations (weigh stations), to detect and prevent violations of laws governing the operation of commercial vehicles, and in some cases, non-commercial vehicles. Officers also have the additional responsibility of being used as back-up or primary officers in hazardous situations when other police officers are not available or need assistance. Additionally, Motor Carrier Officers investigate complaints of law violations, enforcing the law by arrest, or other appropriate action. Motor Carrier Officers are assigned as training officers for probationary officers assigned to weigh stations after graduating the Training Academy. On occasion, officers may be assigned to perform the duties and responsibilities of an emergency dispatcher. Officers perform law enforcement public relations activities and provide educational services to motor carrier industry representatives, community groups, and individuals. Officers perform background investigations on applicants for future employment in the department.

The duties and responsibilities stated here are not all-inclusive, but are intended to provide an overview of the essential job functions and activities performed by employees in this classification. The Michigan Department of State Police reserves the right to establish additional essential functions, duties and responsibilities.

A Michigan State Police Motor Carrier Officer must have the knowledge, skills, and abilities to perform the following essential job tasks:

Specific Tasks Related to Patrol Operations

- Effectively use LEIN to transmit messages, check warrants, stolen property, vehicle registrations, etc.
- Operate one person patrol vehicle during daylight, darkness, or inclement weather
- Review information/reports on criminal activity in patrol area
- Assist stranded motorists
- Follow suspicious vehicles or persons
- Identify wanted vehicles and persons
- Investigate suspicious vehicles
- Monitor traffic for violations
- Monitor vehicles for compliance with the motor carrier safety laws
- Monitor vehicles for compliance with the Michigan Vehicle Code: size, weight, load
- Registration (including IRP requirements)
- Commercial Drivers License requirements
- Monitor vehicles for compliance with the motor fuel tax laws
- Move disabled vehicles with patrol car
- Operate fire extinguisher
- Patrol freeways, state trunk lines, and other highways and roadways, possibly in inclement weather or under adverse weather conditions
- Perform driver/vehicle inspections to CVSA requirements
- Weigh vehicles with portable scales
- Detain or impound (with court order) vehicles and/or loads valued at \$200,000 or more
- Secure vehicles (driver injured, arrested, not present,...)
- Physically subdue persons in non-arrest situations (emotionally disturbed)
- Transport emotionally agitated persons
- Transport persons needing assistance

Additional Information

Officers must perform all job functions in a manner so as not to bring harm or pose a threat to personal health or safety, or that of others; effect an arrest, forcibly if necessary, using handcuffs and/or other restraints or weapons; communicate by effectively listening to people and verbally giving information, directions, and commands; relate events as they occur under stress of emergency situations; dispatch patrols and other emergency personnel while simultaneously controlling and responding to the public; conduct searches of buildings or large outdoor areas requiring walking and/or standing for long periods of time; conduct audio and visual surveillance for extended periods of time in daylight and darkness as well as in inclement weather; detect fire and foreign or dangerous odors and fumes such as smoke, gasoline, and toxic and or/ non-toxic chemicals, and odors of substances such as alcohol and marijuana; from a sedentary status, enter and exit vehicles quickly to perform rescue operations, self defense, give emergency assistance, render first aid, pursue suspects or answer emergency calls, this includes a variety of patrol vehicles; perform searches of persons, vehicles, buildings, and outdoor areas, involving a sense of touch and feeling to detect objects, potential weapons, or contraband; perform law enforcement patrol functions while working rotating shifts and unanticipated overtime on periodic short notice; pursue fleeing suspects on foot during day and night in unfamiliar and uneven terrain, occupied or abandoned buildings, or other hazardous environments; exercise independent judgement within legal guidelines, to determine when there is reasonable suspicion to detain; when probable cause exists to search and arrest, and when force may be used and to what degree; effect water rescues. Officers face the additional hazard of long traffic stops with large vehicles on roadway shoulders that give little room to perform their functions.

In addition to the above, Motor Carrier Officers must maintain certification to perform driver/vehicle inspections. The standards for this certification are prescribed by the Commercial Vehicle Safety Alliance (CVSA). This would also include the inspection of vehicles transporting hazardous materials. Officers may be the first responder to a hazardous material incident. At times, units and loads valued at \$200,000, or more, may be detained until equipment defects and/or weight limits meet legal standards.

Specific Tasks Related to Weight Enforcement

- Must be able to select a proper site to road-weigh a vehicle
- Must be able to properly weigh vehicles with portable scales and blocking
- Must be able to read portable scales
- Must be able to verify portable scales are working properly
- Must be able to understand and apply sections of law that apply to weight
- Determine weight allowed for amount of tire on axle
- Know roads and bridges that have special weight limitations
- Determine if commodity can be off-loaded, escorted, or allowed to proceed
- Must be able to operate fixed location scales
- Must have knowledge of vehicle(s) empty weight
- Must have knowledge of product weight(s)

Additional Information

To portable weigh, officers must be able to lift and position the portable scales and blocking used to weigh individual axles of the vehicle. This could involve moving and positioning the scales and blocking up to sixty-six times for some of the vehicles weighed. Officers must compute the weights shown on the portable scales to ascertain the individual axle weight, then compute the axle weights to determine the gross vehicle weight.

Gross vehicle weight is used to determine the weight allowed on vehicles, groups of axles, or individual axles. Officers operating weigh stations also perform the above weight calculations but use a fixed location scale.

Specific Tasks Related to Commercial Driver/Vehicle Inspection

- Make accurate measurements when checking equipment and its operation

- Properly apply the CVSA Out of Service criteria to vehicles and drivers
- Know and understand the difference between a violation of law and an Out of Service item
- Check drivers license for proper class and designator
- Check Medical certificate
- Check log book / verify hours of service compliance
- Check vehicle inspection reports
- Know when to apply CVSA decals
- Be able to inspect a commercial vehicle for the following items:
 - Brake systems, coupling devices, exhaust systems, frame, fuel system, lighting devices, loading requirements, steering mechanism, suspension, tires, wheels, rims
- Complete a thorough inspection checking all items required for operation
- Officers must crawl over, under, and on top of these vehicles
- Pass and maintain CVSA driver / vehicle inspection certification
- Properly complete an inspection report using a computer

Additional Information

Officers must be able to visually observe a vehicle and determine the proper level of inspection to perform. Inspection levels vary from a complete vehicle inspection to an inspection of the driver only. The level of inspection performed helps the officer decide the location of the inspection. At times, units valued at \$200,000 or more may be detained until equipment defects and/or weight limits meet legal standards. Officers assist in the location of safe areas for these units. In performance of the inspection, officers must crawl/climb over, under, in, and on top of these vehicles.

Specific Tasks Related to Hazardous Materials

- Must be able to use the Code of Federal Regulations (CFR 49)
- Determine if the vehicle is safe to perform an inspection
- No leaks or escaping product
- Check shipping papers
- Verify Proper placards
- Check for proper identification marking and labeling
- Verify proper bulk and non-bulk packaging
- Assure proper securement of load

Additional Information

The inspection of vehicles transporting hazardous materials is extremely difficult. Officers must verify the integrity of the package, if possible, before attempting the inspection. Hazardous materials may be transported in bulk or non-bulk containers; therefore officers may encounter a shipment in a tank vehicle or a van type (enclosed) vehicle. Officers must crawl/climb over, under, in, and on top of vehicles. At times these units may be detained until defects and transportation violations meet legal standards.

Specific Tasks Related to Criminal Investigation

- Answer inquiries concerning the progress of a case
- Determine whether incidents are criminal or civil matters
- Establish the "modus operandi" of a suspect
- Examine and search dead bodies for wounds, injuries, evidence, identification, and personal property
- Inform victims of their rights
- Interview and take statements from complainants, witnesses, etc.

- Investigate criminal cases including vehicle theft, illegal drugs, etc.
- Locate witnesses to crimes
- Participate in investigations with other law enforcement agencies
- Review reports and other records to guide investigation
- Track persons from crime scene
- Verify reliability and credibility of witnesses

Additional Information

Officers must identify, isolate, interview, and obtain statements of relevant persons and obtain accurate descriptions of suspects, and/or vehicles.

Specific Tasks Related to Criminal Procedure

- Advise persons of their constitutional rights
- Arrest person or persons without a warrant
- Collect interim bond and issue proper receipt; complete related paperwork at work site
- Obtain search warrants; complete warrant returns following service
- Conduct on-scene suspect identifications
- Explain nature of complaints to offenders
- Interrogate/interview suspects
- Plan strategy for conducting searches and making arrests
- Accurately record confessions/admissions or other statements in writing
- Complete and submit reports and other paperwork required for prosecution
- Confirm warrants before serving
- Search vehicles under independent probable cause
- Search vehicles, premises or property in hot pursuit situations, incident to arrests or with warrants or consent
- Take into custody person detained by citizen
- Transport prisoners

Additional Information

Officers must maintain a high level of credibility and believability, (i.e., to testify in a court of law without being impeached) to maintain that trust the citizens expect and deserve.

Specific Tasks Related to Crime Scene Processing/Investigation

- Search crime scenes for physical evidence
- Collect, tag, and package evidence and personal property from crime scenes
- Examine evidence and property from crime scenes
- Record location of physical evidence at crime scenes
- Maintain and document chain of custody for evidence
- Conduct inventories of evidence or seized property; transport for safekeeping
- Determine the need for additional or specialized assistance at crime scene
- Transport evidence to crime lab for processing
- Determine whether recovered property is linked to a criminal investigation
- Diagram crime scenes
- Dust and lift latent fingerprints
- Impound property
- Photograph crime scenes
- Recover and inventory stolen property

Additional Information

Officers must gather information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects, and informants; complete necessary crime scene tasks including the isolation and preservation of crime scenes, collection and preservation of evidence, fingerprinting and photographing, and accurately reporting investigative details.

Specific Tasks Related to Report Writing

- Accurately and completely prepare final incident reports
- Summarize in writing statements of witnesses and complainants
- Take detailed field notes so reports can be completed accurately and with all relevant information
- Transcribe field notes for reports
- Use a computer to complete required reports in enough detail to capture all known relevant information concerning an incident or issue
- Spell words correctly in written communications and reports so documents are understandable and present a professional image
- Choose words in written communications and reports so documents are understandable and present a professional image
- Write reports clearly and concisely to convey ideas/information in a brief but comprehensive manner
- Write reports using correct grammar so documents are understandable and present a professional image.

Specific Tasks Related to Case Prosecution

- Advise victims of the procedures to prosecute
- Confer with prosecutor or city attorney prior to warrant authorization, testimony regarding the case, or following any legal proceeding
- Explain commercial vehicle law to judges, prosecutors, juries, etc.
- Prepare criminal case summary sheet and complaint forms for warrant authorization
- Present evidence in legal proceedings
- Make recommendations concerning warrant issuance
- Review reports and notes for court testimony
- Review warrants for completeness and accuracy
- Swear out complaints and/or warrants
- Testify in legal proceedings

Additional Information

Officers must be able to explain to judges, prosecutors, and defense attorneys the technical aspects of CMV laws, as well as the law's importance to highway safety.

Specific Tasks Related to Receiving and Booking Processes

- Assess medical condition of prisoners
- Check weapons in and out of detention facilities
- Fingerprint prisoners
- Guard prisoners being held outside of jail
- Inventory prisoners' personal property
- Place "hold" on prisoners and notify department holding warrant
- Process evidence seized during custodial search

Specific Tasks Related to Emergency Vehicle Operation

- Safely operate a patrol vehicle in an assigned area
- Safely operate a patrol vehicle in response to an emergency
- Safely operate a patrol vehicle to apprehend a person in a motor vehicle who is attempting to avoid apprehension by willfully failing to stop

Additional Information

Officers must be able to safely operate an emergency vehicle during daylight or darkness, for extended periods of time, in emergency and pursuit situation involving speeds in excess of posted speed limits while exercising due care and caution in congested areas and in exception to traffic control devices. This function may have to be performed on hazardous, not maintained, or isolated roadways and in adverse environmental conditions such as fog, smoke, rain, ice, and snow; maintain safe operation of a patrol vehicle while observing parked and moving vehicles, and pedestrians; steer a police vehicle with one hand while operating a police radio, emergency lights, siren, and/or spotlight; safely operate a vehicle in reverse as necessary, possibly at speeds higher than normal. Officers must have excellent knowledge of assigned area so as to safely operate a patrol vehicle under the conditions listed above to reach the scene of an emergency in the fastest time possible.

Specific Tasks Related to First Aid

- Properly administer cardio-pulmonary resuscitation
- Properly administer first aid as a responder to a wide variety of medical emergencies including severe bleeding, amputations, broken bones, burns, convulsions, chemical exposure, diabetic reaction, electric shock, eye trauma, gunshot wounds, heart attacks, heat prostration, heat stroke, lacerations, drug overdose, poisoning, puncture or stab wounds, seizure, shock, and childbirth
- Extricate trapped prisoners
- Transport injured persons

Additional Information

Officers must apply emergency first aid to minor and severe injuries, administer mouth-to-mouth resuscitation, and/or cardio-pulmonary resuscitation and perform the Heimlich maneuver or other life saving techniques. A proficiency test must be passed.

Specific Tasks Related to Firearms

- React appropriately to threat to life or great bodily harm
- Clean and inspect firearms
- Discharge firearm at a person
- Discharge a firearm in reduced light
- Draw firearm
- Participate in firearms training
- Reload firearm under combat conditions
- Secure weapons other than their own

Additional Information

Officers must load, unload, aim and fire handguns, shotguns and other departmental firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress; perform these functions in daylight or darkness, on varying surfaces and in inclement weather; carry loaded departmental weapons in a safe manner for extended periods of time; this includes disassembling, cleaning, inspecting, and reassembling weapons; load, unload, and safely handle shotguns, rifles, handguns or other weapons used by others in a lawful or unlawful manner; perform this function in vehicles if necessary, in varying degrees of light, in inclement weather and while maintaining emotional control under conditions of extreme stress. A proficiency test in the use of these firearms must be passed.

Specific Tasks related to OUIL Enforcement

- Properly administer field sobriety tests

- Evaluate driver's capability to safely operate vehicle
- Properly administer preliminary breath test
- Arrange for obtaining blood or urine samples for sobriety tests
- Arrest OUIL and OUID suspects
- Properly complete OUIL and OUID arrest reports
- Properly administer breath test instrument to establish blood alcohol content

Additional Information

Officers must be able to identify, stop, test and determine level of impairment, and arrest drivers operating motor vehicles under the influence of alcohol and/or drugs in order to reduce the loss of life and property associated with this crime.

Other Related Tasks and Functions

- **Motor Vehicle Crash Investigation/Fatal Accident Crash Team**
- **Traffic Control and Enforcement**
- **General Police Administration Operations**

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